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MEMORANDUM

To: Department Heads
Title VI Personnel

From: M. J. Thomas, Director *mjt*
Title VI Compliance Program

Re: Title VI State Policy Guidance #11-03: 180-Day Filing Deadline for Complaints

Date: August 26, 2011

The purpose of this memorandum is to clarify guidance concerning the filing deadline for complaints. We have noticed that this issue has come up in several instances; therefore, we want to ensure that all departments are implementing complaint procedures that meet federal and state requirements.

Based on federal and state regulations, complaints must be filed **within 180 days** of the alleged discriminatory conduct. See 28 CFR 42.107 (USDOJ) and 1500-01-03-.06(1)(b) (Rules of the Tennessee Human Rights Commission). Internal policies and complaint procedures should reflect this general rule. Where complainants allege continuing discrimination, complaints must be filed within 180 days from the last date of the alleged discriminatory conduct.

Departments will receive a finding for complaint procedures applying a different standard and will be deemed "out of compliance" with state requirements.

If you have additional questions, I may be reached at (615) 532-4882.